2003 Municipal Annual Solid Waste Report

General Instructions for Completing the Form

Prior to filling in your data, please read these instructions (pages 1-3).

All data should be for calendar year 2003 (January 1 - December 31). Always include the destination (facility, broker, or end user) of the materials you are reporting on the form. Please report all data in tons. If actual scale weight data is not available to you, use Appendix A to convert volumes to tons.

If you have weight data for the municipal solid waste (MSW) going to disposal <u>for at least six months, but less than a full year</u>, you may prorate the annual disposal tonnage by calculating a monthly average for the months for which you have weight data and applying it to the months for which you do not. If you have less than six months of data, please call SPO for the correct method of prorating this information.

The first three pages of the Report Form ask for information regarding MSW management and related information. The fourth page of the Report Form is an opportunity for the SPO to gather and update specifics on municipal programs' scope and outreach, local hauler information and program costs.

This annual report is required to be filed by Maine municipalities, MRSA Title 38 Chapter 24, Section 2133, paragraph 7. You may also file your report electronically at **www.recyclemaine.com**

<u>Contact Information</u>   (page 1 of the Report Form)

Please list all municipalities that this report covers. The contact person is the person whom you want SPO to send all future correspondence to. If you would like the key municipal official to continue to receive the reporting correspondence, please list him/her. The key municipal official will receive notification of the town's recycling rate. {If applicable, please include contact information for the transfer station and/or recycling center}. The person completing the form is sometimes not the community's preferred contact person. The form asks for the name and signature of the person completing the form so we will know whom to contact should questions arise on the data provided.

Please list either the public or private solid waste association with which you are associated for disposal and/or recycling. For example, if you ship MSW to PERC for disposal, list PERC as the region you are associated with for MSW disposal.

<u>Section 1: Nonbulky MSW Disposal</u>   (page 2 of the Report Form)

Record the actual weight of nonbulky MSW managed by your municipality and deposited in a landfill or incinerator. If you do not have actual disposal data, SPO will calculate default disposal tonnages for you. Indicate where the waste was disposed.

If you do not know whether waste went to an incinerator or to a landfill, but have the actual tonnage, report the total waste disposed of and indicate who the hauler was. Please also indicate if the tonnage figures provided include **<u>all</u>** of the commercially generated waste in your community.

As you are filling in data, please note the difference between nonbulky waste (baggable) and bulky waste (large items not baggable). If you do not segregate bulky waste and nonbulky waste for purposes of disposal, please indicate this on the reporting form.

Section 2: Nonbulky MSW Recycling   (page 2 of the Report Form)

For each material, record the actual amount of nonbulky MSW that was recycled by the municipality. Indicate the destination of the material by naming either the end user or broker. If you manage any materials not listed as a material category in this reporting section, report the material on the **"Other Materials"** line, provide the tonnage, and name the broker/end user. Please refer to the Guidelines for Reporting Materials, pages 4-6 to determine if that material can be listed as recycled.

If you collect recyclables and deliver them to a regional facility that weighs the combined material (rather than each category), report the tonnage on the **"Other Materials"** line. Specify **"Mixed Recyclables"** as the material name and identify the regional center as the broker/end user. A town serving as a regional host should reduce its total recycling by reporting the tons received from other reporting towns at the end of **Section 2.**

Report any metals recycled from incinerators on the **"Incinerator Metals"** line. You should have received this information from the incinerator facility you used. SPO will adjust your disposal amount to reflect this recycled metal.

The reporting form now includes a 'box' where you can indicate your community's efforts in **Reducing the Toxicity of MSW**. (see Guidelines for Reporting Materials, pages 4-6).

Section 3: Municipal Composting Efforts   (page 2 of the Report Form)

Record any food waste composting activity that your town managed. Report tons before composting and do not include any agricultural or industrial additives such as manure, sludges, or sawdust. Leaf & yard waste or wood waste composting activities should be entered in **Section 6.** Information related to Backyard Composting programs is to be recorded in **Section 7** (see pages 3-4 of these Instructions).

Section 4: Reuse   (page 3 of the Report Form)

Record the total tonnage of items that were set aside and picked up for reuse at a swap shop or bargain barn. Typical items include clothing, furniture, appliances or books. If you do not weigh these materials, use **Appendix A** to help in estimating the tonnage managed through the 'shop'.

Section 5: Commercial Waste Disposal and Recycling   (page 3 of the Report Form)

Section 5 is used to report commercial activity not reported in **Section 1** or **Section 2** because your municipality did not manage all of these materials. If your data for **Section 1** includes commercial waste, you should collect any corresponding recycling data that is not reported in **Section 2** and enter it in **Section 5**.

If the **Section 2** data includes commercial recycling, you are obligated to collect and report any related commercial disposal data that was not reported in **Section 1** and enter it in **Section 5**.

Note: When commercial MSW is neither recycled nor disposed through the municipal system, the municipality has the *option* to collect information of *both* of these activities from the commercial sector and report it in **Section 5**. Make sure to indicate the destination of the material.

Do not include industrial or agricultural waste in **Section 5** (see Guidelines for Reporting Materials, pages 4 - 6). Should you have any questions on this, please call SPO for clarification.

Section 6: Bulky Waste Disposal and Recycling   (page 3 of the Report Form)

Record only actual data on the bulky wastes your town managed, (see Guidelines for Reporting Materials, pages 4 - 6). If some of your bulky waste was included in **Section 1, do not report those tonnages here,** but enter **"Section 1"** on the appropriate line so this data is **NOT** double counted.

For wood waste (construction/demolition debris and/or brush) that is processed and waste tires that are delivered to licensed boilers and incinerated there, report those tonnages under the 'Recycled' column. The Office will be including those efforts this year in the report through a category called 'Diversion', that will recognize the value of this utilization. This Diversion value will be included with the recycling rate for the reporting entity. In order to have these materials counted this way, however, these materials must be separated from mixed municipal solid waste and meet recognized commercial standards for use as fuel in licensed industrial boilers or waste-to-energy facilities, for the purpose of generating heat, steam, or electricity. The municipal reports must include verification of the type, source, and amount of material incinerated during 2003.

If some of your bulky waste data is not segregated, but you do have a total for those materials, enter a lump sum total on the **"Mixed Bulky"** line, and note those categories that are included in the mix by writing **"Mixed Bulky"** on each appropriate line so this data is **NOT** double counted.

If you do not have any data for some or all bulky wastes, SPO will calculate default amounts for you, including default tonnages for metal recycling.

Section 7: Backyard Composting Credits   (page 3 of the Report Form)

Based on your responses in Section 7, the office will include recycling percentage credits to your 'Base Recycling Rate' (a maximum of 10 percentage points can be awarded, based upon verification of information submitted).

1. Indicate whether you have a compost education program and attach a sample of your education materials when you submit your form (2%).
2. Indicate whether your town has a ban on the disposal of yard/leaf waste (6%).
3. Indicate whether your town has a yard/leaf composting program (4% + actual tons).
4. Credits for documented backyard composting can be obtained in one of three ways - - (1% credit provided for every 10% of total households):

a.	Document by survey the percentage of households in your town with a backyard compost pile (return 2003 survey with the completed reporting form); or

b.	Report what percentage of households received Master Composter presentation in 2003; (include class information) or

c.	Report what percentage of households received a backyard compost bin in 2003.

GUIDELINES FOR REPORTING MATERIALS

The definition of **Municipal Solid Waste** (MSW) does not include liquid waste of any kind (paint, oil, etc.). In addition, municipal solid waste does not include hazardous waste, sewage sludge, agricultural or industrial wastes. **Do not** report the disposal or recycling of these wastes in your 2003 Municipal Solid Waste Report.

Maine Statutes (**38 MRSA, Sec. 2123, Subsection 3)** defines when certain wastes, separated and intended to be recycled, but actually end up being delivered to industrial boilers or waste to energy plants for incineration, may be counted as actually being recycled. Please read the instructions for <u>Section 6</u>, as provided on page 3 of these Instructions, for how the State Planning Office will be managing this waste stream utilization. For further information concerning the reporting requirements for these materials, please refer to **<u>Instructions</u>**, Other Bulky Waste Disposal, page 5.

<u>List of Materials</u>
Following is a list of materials that your program may have handled and instructions as to where on the forms you should report the recycling or disposal activity. If you are still unsure where a material should be reported, please call SPO.

Agricultural waste (e.g. manure, animal bedding, crop residue) - This is not MSW. Do not report.

Animal bedding - see "Paper used as animal bedding".

Asphalt pavement - This is not MSW. Do not report.

Asphalt shingles - Report in **Section 6** as Construction & Demolition Debris (CDD). If material was recycled into road asphalt or a similar material, enter as recycled and give the name of the processing facility. Otherwise, enter the tonnage under the applicable disposal method.

Auto Bodies - These are not MSW. Do not report.

Batteries (lead acid) - Report in **Section 2** as **"Other Materials"** and give the name of the Broker.

Bricks - If salvaged from construction & demolition activity and **reused**, report in **Section 6** as "CDD". Enter **"REUSED"** as the End-User.

Brown goods (e.g. microwave ovens, electronic devices) - report in **Section 6** and indicate the disposal facility.

Computers, monitors and peripherals - Report in **Section 2** - includes monitors, printers, CPUs, keyboards, mice & speakers

Cooking oil, grease - Report in **Section 5** and indicate the **Broker/End User** if recycled.

CDD {Construction & Demolition Debris} - Report in **Section 6** and give amounts disposed or recycled under "CDD". Report in **Section 6**.

Ditching material - This is not MSW. Do not report.

Fish residues and discards – These are not MSW. Do not report.

Food residues and discards - If delivered to a farmer for composting, report in **Section 3 or 5** and name the composter. If used as animal feed, report in **Section 5.**

Fluorescent lamps – Report in **Section 2 -**these are used, unbroken fluorescent lamps that are being collected and stored in appropriate packaging and sent to recyclers for reclamation and recycling. Record lengths of lamps collected in lineal feet (LF).

Furniture - Report in **Section 6** under **"Brown Goods & Furniture"**. If **Reused**, record the tonnage in **Section 4**.

Furnishings (e.g. mattresses, rugs) - See "Other Bulky Waste".

Industrial waste (e.g. leather, textiles, wood, sawdust, sludges and other waste from a manufacturing process) - This is not MSW. Do not report.

Inert materials (e.g. road sand, fill, granite curbing) - This is not MSW. Do not report.

Mercury containing devices – Report in **Section 2** - these are devices, such as mercury bearing thermometers and thermostats, mercury bearing HID lamps, 'U' shaped or 'bulb' fluorescent lamps, metal halide lamps and other mercury containing devices regulated under the Universal Waste Rules of the Maine DEP. These devices are weighed by the pound when shipped for recycling.

Metal from incinerators - This is a percentage of your tonnage delivered to a commercial or public incinerator that is salvaged as recycled metal. If you have this information, please enter it in **Section 2**.

Mixed bulky waste - If you collect bulky waste in one container and do not separate it prior to disposal, report under "Mixed Bulky" in **Section 6** and **indicate which material categories are included in the mix**.

Mixed Paper Grades - If you collected multiple grades of paper and marketed them together, report this in **Section 2** under **"Mixed Paper Grades"**. This may include materials such as magazines, newspaper, high grade, low grade, boxboard, junk mail, phone books, and paperback books among others. **If you market as the "Maine Pack", enter it here**.   Do not report corrugated cardboard here.

Mixed Recyclables - If you collect recyclables and deliver them to a regional facility that weighs the combined material (rather than each category of material), report the tonnage in **Section 2** as **"MIXED RECYCLABLES"** under **"Other Materials"** and identify the regional center as the broker/end-user.

Oil - This is not MSW. Do not report.

Other bulky waste (mattresses, rugs, materials not in other categories) - Report under **"Other Bulky"** in **Section 6** and indicate the disposal facility.

Other Materials - See "Mixed Recyclables". Also use these lines to report Batteries (lead acid), paper used as animal bedding. If you recycle any other material not included in **Section 2** or this list, please call SPO for guidance.

Paint - This is not MSW. Do not report.

Paper - See Mixed Paper Grades

Paper used as animal bedding - Report under "Other Materials" in **Section 2**. Enter "ANIMAL BEDDING" as the End-User.

PCB Containing ballasts – Report in **Section 2** - these are electrical ballasts used most commonly in fluorescent lamp fixtures. Only ballasts that are non-leaking may be accepted and managed at appropriate municipal facilities. Report amount collected in pounds.

Sand (Road Sand) - See "Inert Materials".

Sawdust and lumber mill waste - This is industrial waste, not MSW. Do not report.

Septage and sludge from public treatment plants - This is not MSW. Do not report.

Small appliances - Report in **Section 6** as "Brown Goods & Furniture".

Television sets (TVs) - Report in **Section 2** - includes television sets, television consoles and other similar projection devices that utilize a cathode ray tube (CRT) for the projection of an image. Report total weight in pounds.

Tin (steel) cans - Report in **Section 2** unless combined in your metal pile; in which case, include with metal in **Section 6**.

Tires - Report in **Section 6**. If you include tires in the general trash sent to an incinerator, enter "Already included in Section 1" on the incinerate line. Enter the name of the facility as End-User. If you manage them as a separate material, enter the tonnage under incineration and name the tire processor. SPO will distribute a percentage of the weight to recycling based on information from the processor. If you recycled or reused tires locally, report under "Recycle" and identify the end-use.

Universal Waste - Report in **Section 2** - Includes nickel cadmium batteries, small sealed lead acid batteries, cathode ray tubes in TVs and computer monitors, mercury thermostats, non-leaking light ballasts containing PCBs, lamps (fluorescent tubes, sodium high pressure, metal halide, high intensity discharge, neon, mercury vapor). Mercury containing products including: thermostats, thermometers, scientific and medical devices, electrical switches and relays.

Wood: combusted or chipped for fuel - Report in **Section 6** under "Incinerate", "Landfill", or "Incinerated for Energy Recovery " (report in 'Recycled' column)

> If you include waste wood in the general trash sent to an incinerator, enter "Already included in Section 1" on the incinerated line. Enter the name of the facility as end-user.
> If you manage waste wood or waste wood derived from CDD as a separate material, enter the tonnage under "Incinerated" or "Recycled" and provide the name of the processor or end-user.
> If you burn waste wood in a 'burn pile', record the quantity of waste wood burned in **Section 6** "Wood Waste - Incinerated' and indicate the facility where the burn pile is located at.

Wood: chipped for compost or for mulch - Report in **Section 6** under **"Recycled"** and enter **"COMPOSTED"** or **"CHIPPED FOR MULCH"** as the end-use.

Yard waste:

- **backyard composting** - Do not report in **Section 6**. You may claim a percentage credit in **Section 7**.

- **materials composted by your program** - Report in **Section 6** under **"Recycle"** and enter **"COMPOSTED"** as the end-use. Please make a note in **Section 7** if your municipality has a leaf & yard debris disposal ban.

December 23, 2003

PLASTIC

HDPE (whole, uncrushed)
    1 cubic yard = 30 lbs.

HDPE (flattened by hand)
    1 cubic yard = 50 lbs.

PET (whole, uncrushed)
    1 cubic yard = 40 lbs.

CORRUGATED CARDBOARD

Uncompacted, flattened
    1 cubic yard = 200 lbs.

Compacted
    1 cubic yard = 500 lbs.

NEWSPAPER

Loose (no strings or bags)
    1 cubic yard = 400 lbs.

Neatly stacked (tied w/string)
    1 cubic yard = 600 lbs.
    One 12" stack of bundled newspaper =
        35 lbs.
Compacted
    Down stroke 750 lbs/cubic yard
    Horizontal 800 lbs/cubic yard

OFFICE PAPER

Uncompacted
    White or colored ledger, flat
    1 cubic yard = 400 lbs.

    Computer paper
    1 cubic yard = 600 lbs.

MIXED PAPER

Uncompacted
    Varies widely with content
    Ranges 50 to 500 lbs. per cubic yard

GLASS

Loose (whole bottles)
    1 cubic yard = 600 lbs.
    175 lbs. in one, 55 gallon drum

Semi-crushed (manually broken)
    1 cubic yard = 1000 lbs.
    55 gallon drum = 300 lbs.

Crushed, maximum size, 1 1/2" (mechanically broken)
    1 cubic yard = 1,800 lbs.
    550 lbs. in one, 55 gallon drum

ALUMINUM CANS

Whole:
    1 cubic yard = 70 lbs.
    One full grocery bag = 1.5 lbs.
    One large plastic garbage bag = 21 lbs
    Uncompacted 1 case (24 cans) = 0.8 lbs.

Compacted (manually), Flattened:
    1 cubic yard = 250 lbs.

FERROUS CANS (tin coated steel cans):

Whole
    1 cubic yard = 150 lbs.

Flattened
    1 cubic yard = 850 lbs.

Whole
    1 case (6 cans) = 2.2 lbs

MAJOR APPLIANCES:

Air conditioner (room)
    1 unit = 64 lbs.

Dishwashers
    1 unit = 92 lbs.

Clothes Dryer
    1 unit = 130 lbs.

Clothes Washer
    1 unit = 177 lbs.

Ranges
    1 unit = 181 lbs.

Refrigerator
    1 unit = 267 lbs.

Water Heater
    1 unit = 131 lbs.

ORGANIC MATERIALS

Leaves (uncomposted & *uncompacted*)
    1 cubic yards = 150 lbs.
    13 cubic yards = 1 ton

Leaves (uncomposted & *compacted*)
    1 cubic yard = 450 lbs.
    4.4 cubic yards = 1 ton

Leaves (uncomposted & *vacuumed*)
    1 cubic yard = 350 lbs.
    5.7 cubic yards = 1 ton

Leaves (*composted*)
    1 cubic yard = 550 lbs.
    Composting reduces leaf volume 80%

Wood Chips
    1 cubic yard = 500 lbs
    4 cubic yards = 1 ton

Grass Clippings
    1 cubic yard = 400 lbs.
    5 cubic yards = 1 ton

OTHER MATERIALS

Passenger car tires
    1 tire = about 20 lbs.
    110 tires = 1 ton

Truck tires
    1 tire = 120 lbs.
    17 tires = 1 ton

Food Waste (mixed)
    1 cubic yard = 500 lbs.

Demolition Debris
    1 cubic yard = 1250 lbs.
    1.6 cubic yards = 1 ton

Trees & Brush
    1 cubic yard = 300 lbs.
    6.6 cubic yards = 1 ton

Foam rubber Mattress
    1 mattress = 55 lbs.

Mixed Bulky Waste
    1 cubic yard = 400 lbs.
    5 cubic yards = 1 ton

Wood Pallets
    1 pallet = 40 lbs. avg.

Wood Waste
    1 cubic yard = 350 lbs.
    5.7 cubic yards = 1 ton